

HWM thesis and research practice rules

Hydrology and Environmental Hydraulics Group

www.hwm.wur.nl

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Table 1: Summary of thesis and internship specifications. Contact hwm.office@wur.nl for administrative issues.

	Thesis	Research practice	Internship
Code	HWM-80436 or HWM-80424	HWM-79324	HWM-70424
Credits	24–39 (typically 36*)	24	24–36 (typically 24*)
Duration	12–26 weeks (typically 24*)	16 weeks	16–24 weeks (typically 16*)
Coordinator	Roel Dijkma	Roel Dijkma	Rachèl Croonen
Supervisors	At least 1 from HWM	At least 1 from HWM	1 from HWM + 1 from internship provider
Topic	Linked to HWM research	Linked to HWM research	Linked to field of internship provider
Evaluation	40% performance	40% performance	50% performance
	50% research report	50% research report	40% project report
	5% oral presentation	5% oral presentation	5% oral presentation
	5% oral defence	5% oral defence	5% oral defence
		Pass/fail self-reflection note	Pass/fail self-reflection note

* depending on study programme

1 Thesis, research practice and internship

The MSc programmes Earth and Environment (MEE) and Climate Studies (MCL) include a specialisation *Hydrology and Water Resources* or *The Physical Climate System*. In both programmes this specialisation includes a compulsory thesis of 6 months (36 credits) and internship of 4 months (24 credits). In some cases, the internship can be replaced with a research practice (24 credits). The main difference between the thesis/research practice and internship is that for a thesis/research practice you ask and answer a research question at academic level, while for an internship you complete an assignment at academic level.

The aim of this document is to clarify the rules and regulations and show some possibilities you have as a student to personalise your MSc programme. Since the regulations may change somewhat over the years, the most recent version on the day you start your thesis or internship counts. The most recent version of this document and other information can be found via www.hwm.wur.nl → education → MSc theses & internships and on the HWM thesis Brightspace, where all thesis and internship related information is collected.

1.1 Thesis

The MSc thesis is the most important part of the study programme. You develop research skills and become an expert on a topic of your choice. By designing a project, collecting and analysing data, communicating your findings through a written thesis and colloquium (final presentation), and a critical reflection on your own research, you complete a full research circle. This is your chance to show what you have learnt at the university and you can use your thesis as proof of your quality.

1.2 Research practice

Students with (supervised) work experience on an academic level and students who did internships at a previous university (of applied sciences) are sometimes allowed to exchange the internship for a research practice (ask your study advisor). The research practice is similar to a 24-credit thesis, but contains the self reflection and career orientation aspects from an internship.

1.3 Internship

The academic internship gives the student a unique opportunity to experience how it is to work at a consultancy firm, water board, government agency, research institute, or foreign university and will help to find a job after graduation. You will work on one concrete assignment and become familiar with the background of the company/organization, the market and customers, research aims or public tasks and of course the employees of the internship provider. However, the internship is part of the curriculum, and therefore the academic level is important and the final report is an important outcome.

2 Choices

2.1 Planning

Most students use their last year for their thesis and internship, but theses and internships is relatively flexible. These “courses” don’t have to fit in the 6-period academic calendar and you can work during the holidays or go on vacation when the rest of the university is working (as long as you specify it in your learning agreement – see Sec. 3.6). Do realize that supervisors may not be available the whole summer.

Plan your thesis/internship well in advance, especially when you depend on people from outside the university (abroad or internship provider).

As soon as you are seriously thinking about doing a thesis at HWM (usually 6–2 months in advance; see checklist

on the last page), send an email to hwm.office@wur.nl specifying when you expect to start. The secretary will add you to Brightspace and the DES-HWM-STUDENTS mailing list, so you are informed about all relevant topics. When you have more details about your project, you can startup the administrative process on OSIRIS by following the instruction at: wur.eu/tir-start. If you decided not to do a thesis at HWM after all, please inform the secretary at <https://wur.eu/tir-start>.

2.2 Thesis or internship first?

You can choose in which order you want to do your thesis and internship. A reason for doing an internship last could be that you hope to find a job there after graduating. A reason for doing a thesis last could be that it is the most important part of your curriculum and you want to be as well prepared for this final assessment as possible.

2.3 Courses

Following courses at the university is very cheap compared to following courses after you graduate (3000 euros for a week is no exception). Therefore, you may want to use the opportunity while you are still a student and follow additional courses to strengthen your profile.

You can follow courses during your thesis/research practice project (apart from a few compulsory courses, which you should have passed before starting your thesis/research practice – Sec. 3.1). For example, you can follow Hydrogeology in period 1 and work on your thesis/research practice only in the afternoons, or you can do your ACT-project part-time when you've already started on your thesis/research practice project.

If you want to follow extra courses, but don't want to delay your graduation, you can choose to work on your thesis/research practice in the summer months (be aware of the limited availability of supervisors).

2.4 Deciding what you want

Before you start looking for specific topics, you should think about what you want to learn during your thesis/research practice. In every thesis and research practice project you will improve your research skills and skills in project management, reading, writing and presenting, but there are differences in focus between research projects.

- Do you want to focus on improving data processing, modelling or field work skills?
- Do you want to dive into the scientific literature or do you want a project with a direct link to practical application?
- Do you want to specialize and do your thesis and internship on a similar topic or do you want to widen your horizon and choose very different topics?
- Do you want experience abroad?

2.5 Finding a topic

The thesis/research practice topic must fit within the specialisation of HWM and have a close relation with the MSc courses of HWM. For MCL students, the topic should also fit within the theme of that programme, so you should be able to explain how your thesis topic relates to Climate Studies. Theses and research practices can only be done individually. Sometimes, parts of the thesis/research practice project (e.g. field work) can be combined with the thesis work of another student. There are several ways to find a suitable topic.

- Look at the announcements of theses/research practices on tip.wur.nl (this list is not exhaustive, but gives some idea of the possibilities).
- Talk to staff members when you follow their courses.
- Talk to current thesis/research practice students.
- Visit the annual thesis market in February where HWM staff will present current topics.
- Find out what research HWM staff members are involved in. Just typing their names in Google Scholar already gives a good overview.
- Look at the thesis/research practice reports on the MSc thesis Brightspace (ask the secretary hwm.office@wur.nl if you don't have access).
- Attend other students' thesis/research practice presentations to get an idea of what they did (ask hwm.office@wur.nl if you want to receive invitations).
- Look in the Pyrus news letter.
- Talk to the thesis/research practice coordinator. He can give an overview of possibilities and direct you to other staff members. Please don't make appointments with more than two staff members yourself (unprepared "shopping" is time consuming).

2.6 Minor thesis

Second (minor) theses could be a nice addition to your programme, if you don't mind delaying your graduation with a few months. Minor theses are especially useful when you want to specialize in several topics or when you want to achieve different learning objectives (e.g. both field work experience abroad and an in-depth research topic).

2.7 Going abroad

Because it is such an important part of your study programme, it is very important that the academic level of theses is guaranteed. There are several possibilities for doing (part of) a thesis abroad.

- You are supervised by an HWM staff member, start and finish your thesis at HWM, but go abroad for a few months in between for instance for field work, often related to ongoing research projects.
- You are supervised by an HWM staff member and a researcher from a university abroad with whom the staff member has close contact and can guarantee appropriate supervision and facilities during your stay abroad.

MSc theses should always be connected to current HWM research projects. Staff members decide if a topic meets this requirement. It is your responsibility to make sure that you make the best use of the scientific expertise available among the staff members of the chair group HWM.

2.8 FAQ

- *Is it possible to involve another chair group?*
Yes. This happens quite often. You need supervisors from both groups. In the learning agreement, you should specify the percentages of contribution from the groups.
- *Is it possible to extend the thesis/research practice?*
Yes (see Sec. 3.1). Ask your study advisor for advice and approval.
- *Can I do my thesis at an institute, government agency or company?*
Yes, in exceptional cases, but only if we have very good contact with your supervisors, such that the academic level of your thesis is guaranteed.

3 Rules and regulations

There are quite some rules for theses/research practices. Some are set by the university and exam committee, others by HWM. This section gives an overview of the HWM rules.

3.1 Requirements

Before you are allowed to start your thesis/research practice, a significant part of the MSc courses should be completed, including passing several courses. You should have passed two courses in the following set:

- Catchment and Climate Hydrology (HWM-32806)
- River Flow and Morphology (HWM-30306)
- Advanced Hydrological Systems Analysis (SLM-33306)
- Water and Air Flow Numerical Techniques (HWM-33806)
- Coastal Oceanography and Delta Geology (HWM-33306)
- Urban Hydrometeorology (MAQ-35306)
- Hydrogeology (HWM-20806)
- Geophysical Fluid Mechanics (HWM-23806)

and at least one of these courses should be in the set:

- Catchment and Climate Hydrology (HWM-32806),
- River Flow and Morphology (HWM-30306)
- Advanced Hydrological Systems Analysis (SLM-33306).

A less extensive study programme may result in a restricted choice of topics. For example, if you haven't followed *River Flow and Morphology*, you are allowed to do a

thesis at HWM, but discouraged to choose a topic which requires knowledge from that course.

Your study advisor (MEE: Kim Janssen, Monica Gorska or Femke Hilhorst, MCL: Saskia van Bakel, Annemarie Hage or Marlies Gräwe) has to approve that you are allowed to start. Email her and send the response to your supervisor(s).

3.2 Size

The standard number of credits is 36 credits (24 weeks) for a thesis and 24 credits (16 weeks) for a research practice. If you want to extend the duration of your thesis (max. 39 credits = 26 weeks), you must consult your study advisor first. Thesis topics with a size of 18 – 33 credits can be used as minor thesis (ask study advisor and exam committee for approval).

3.3 Coordinator, supervisors and examiner

The thesis/research practice coordinator (see Table 1) can give you information on possible topics and supervisors.

There are two secretaries (Tamara Schalkx and Rachèl Croonen) who can be contacted through hwm.office@wur.nl for administrative issues. Rachèl mostly handles student-related issues (but please email to hwm.office@wur.nl, so Tamara can step in when needed).

HWM thesis and research practice students have at least one university supervisor, which should be an HWM permanent staff member¹. A second supervisor can be added to the supervision team. The second supervisor can be another permanent staff member, an HWM temporary staff member (PhD candidate or postdoc) or an external supervisor (from another chair group or institution).

Thesis students are officially entitled to two hours of supervision per week during 24 weeks (combined effort of all supervisors). In practice, HWM supervisors spend more time on supervising than required, especially during the period when supervisors read and provide feedback on the proposal and report.

For theses and research practices you also need an examiner. The examiner is not involved in the project, but checks the level of the products (proposal / report) and grading and is present at the examination (Sec. 3.16). The examiner should be a permanent staff member. Who the examiner will be, is determined at the start of the project.

Note that just like between students, there are differences between supervisors in their way of working. Some supervisors prefer to have two-weekly updating emails and regular meetings, while others prefer a more loose contact. Some supervisors prefer to read the whole draft report at once, while others prefer to read it in parts (so they can comment directly and students can apply the new knowledge directly when writing the next chapters). Discuss what you can expect from each other during the first meeting and

¹Permanent staff members at HWM are Victor Bense, Claudia Brauer, Roel Dijkema, Tim van Emmerik, Ton Hoitink, Hidde Leijnse, Lieke Melsen, Syed Mustafa, Martine van der Ploeg, Ryan Teuling, Bart Vermeulen, Kryss Waldschläger and Albrecht Weerts

write it down in the learning agreement, so you won't be surprised or disappointed.

3.4 Workplace

HWM wants to provide work space for thesis students. Currently, the Lumen and Gaia buildings are being remodeled and the space for students is limited and changes often. At this moment, there are desks and computers available in the 'Chemistry building' at Dreijenplein 4. Please email Roel Dijkma if you want to use one of those work places.

Please note that we share the rooms with MAQ, but that the computers are bought and maintained by the two groups separately. So please use a pc marked with HWM and do not rearrange monitors and other hardware.

It is your duty to keep the workplace clean, close the windows and keep it fire safe (so no electric kettles allowed and no displacement of the sandwich maker).

We will keep all students informed about changes in the housing procedure through the DES-HWM-STUDENTS mailing list.

3.5 Start administrative process in OSIRIS

After an HWM staff member agreed to supervise you, start the administrative process in OSIRIS through this link: wur.eu/tir-start. The student and supervisor have to follow steps in a specific order, check the visual guide on Brightspace under 'Sheets and links' to get an idea of the process.

3.6 Agreement

The student and supervisor(s) fill out the learning agreement together. This can either be done directly in OSIRIS (for this you need to have started up the thesis procedure in OSIRIS as explained at wur.eu/tir-start) or in the Word document and later copied to OSIRIS. You can download the Word document from Brightspace. Complete these steps before you start or at the latest the first week of your thesis/research practice.

The learning agreement is important for you. After your supervisor approved it in OSIRIS, (s)he has committed to your project and promised to guide you through it, and in turn you have promised to work on this project and finish within a certain period (see Sec. 3.7 on what to do in case of delay). The approved agreement gives you proof of the intended project and planning, which you can use in case of conflicts.

In the agreement, you already set the date of your proposal presentation (Sec. 3.9). The date of the final presentation is set after a positive go/no-go meeting (Sec. 3.14). Check these dates first with your supervisor(s) and examiner and then with the secretary (send email to hwm.office@wur.nl) and ask her to send the meeting request for the proposal + final presentation. We have fixed dates for our presentations, check our [HWM theses and internships](#) sheet for more information.

You send the assessment meeting request yourself to the supervisor(s) and examiner (this can be done in Teams or Outlook). The assessment meeting has to be 45 minutes and will be scheduled after the final presentation.

3.7 Delay

In the learning agreement, the date of completion is set. If you need an extension, you must write an email (no later than 4 weeks before the deadline) to the examiner, indicating the reason(s) for the delay and an adapted planning. Explain what you will do in order to meet the new deadline, for example change the way you work, communicate differently with supervisors or alter the topic.

3.8 Proposal

The thesis/research practice work starts with writing a research proposal. Important aspects of this proposal are the research objective, research question, methods and time schedule. Preferably, in order to avoid that too much time is spent on the proposal, the first drafting of the proposal starts prior to the real start of the thesis work. You can use the LaTeX thesis proposal template, which includes the main chapters (see *HWM thesis and internship tips*), but you are not obliged to use it. The proposal should not exceed 4 pages (excluding time table and references).

The proposal should be iterated with the supervisors towards a final draft and sent to the examiner at least one day before the presentation (Sec. 3.9). After the proposal presentation, you may have to adjust the final draft using feedback from the discussion and comments from the examiner (see Sec. 3.10). Send this final proposal to your supervisors and the examiner (for progress evaluation, Sec. 3.10) and upload it to Brightspace.

Whenever you plan to do experiments in the Water and Sediment Lab, it is important to involve David Boelee (david.boelee@wur.nl) as early as possible. He can help you making a realistic plan and keeps an overview of all the activities in the lab. He can provide you with useful insight about what is and what is not possible in the lab. During the course of your thesis, any communication with David must involve your daily, first supervisor, especially when important decisions regarding your experiments are made.

For fieldwork equipment, make sure you contact Victor Bense (victor.bense@wur.nl) to check the availability of field equipment.

3.9 Proposal presentation

Every thesis and research practice student will give a short lunch presentation after about 4–5 weeks (3 weeks in case of research practice or minor thesis), but no more than 8 weeks (this is doubled if you work on the thesis part-time).

Proposal presentations are 7 minutes presentation and 8 minutes discussion. The presentations are in English and take place on fixed dates during lunchtime from 12:30–13:45, with 5 minutes in between. The presentations are scheduled

as hybrid meetings. In principle, you should be present in room E.112 in Lumen. You should arrange a laptop and set up the Logitech Connect yourself before the presentation starts and put the Logitech Connect back after the presentation. You will receive instructions from the secretary before your presentation. If there are other presentations before and/or after yours, the first speaker will pick up the Logitech Connect and the last speaker will put it back. If it is impossible for you to be on campus, please inform the secretary so the meeting can be altered to 'online only'. See the [HWM theses and internships](#) sheet for the scheduled presentations.

Both the supervisor(s) and examiner need to be present. Students are expected to attend as many presentations by other students as possible and contribute actively by asking questions.

The objective of this presentation is to show fellow students and staff what you are working on, which is both fun (it's nice to know what other students are doing) and useful. You may get relevant feedback from people who are not involved in your project, which you can use during your project, or you can learn that other people are working on a similar topic and team up.

It helps you to get your research objective and plan very clear (7 minutes is not much). After the presentation, the audience should understand why your project is so important, what your objectives are and how you're going to achieve your goals (and answer your research questions).

3.10 Progress evaluation

After about 4–5 (thesis) or 3 (research practice) weeks, but no more than 8 weeks (full-time equivalent), a progress evaluation takes place. The supervisor(s) and examiner decide whether the project has enough potential, resulting in the decision "continue" (go) or "terminate" (no go). This decision is based on the final thesis proposal and thesis proposal presentation (so no other meeting with the examiner is required). The examiner fills in a short progress evaluation form after the proposal presentation and shares that with student and supervisor(s). The supervisor will upload this in OSIRIS.

3.11 Thesis ring

All thesis students should participate in the HWM thesis ring. There are two groups – the secretary will assign you to one of them. The thesis ring meets each Wednesday at 14.00, as a hybrid meeting (please attend in person if possible). During the meeting, students provide feedback on each other's documents and share and discuss thesis-related issues. Each meeting is moderated by a HWM staff member (temporary or permanent). More information about the thesis ring can be found on Brightspace.

3.12 Report

At the end of the project you hand in a report. The report is a final version and will be evaluated by the university supervisor(s) and examiner. The report has the structure of a research report and should be in English. If you want to write in Dutch, you have to request permission from the examining board (examiningboard.environmentandlandscape@wur.nl) and include a long (~10% of the total text) English summary. The report should have fewer than 40 pages (excl. appendices, min. font size of 10) and the maximum size is 10 MB (for the pdf), to allow easy storage and distribution. See the additional document *HWM thesis and internship tips* for tips on report setup, text, figures and technicalities. We recommend LaTeX as an efficient text editor, but you are not obliged to use it.

If your thesis or research practice report is very good, you may think of trying to publish it in a scientific journal. If you discuss this with your supervisor(s) in an early stage, you can write your thesis report in the form of a scientific paper.

All reports are uploaded to the university's library and to the HWM Brightspace page. If the report is confidential, please specify it in the learning agreement and it will not be uploaded.

3.13 Self-reflection note (research practice only)

The research practice student is requested to write a "self-reflection note" (max. 2 pages, structured like any report with a clear introduction, main text and conclusions). In the reflection note the student evaluates his/her own performance and write about the future. The personal reflection report should describe your personal development during the research practice and your goals for further development. Questions on the learning outcomes you have to answer are for example:

- What were the most important learning outcomes?
- What activities did you perform to attain these learning outcomes?
- How do you evaluate your performance on these activities?
- What are your feelings on your performance on these activities?
- Could you have done things in another way? And, if so, how?
- What did you experience as your strong and weak points in this working environment?
- How can you improve your weak points?
- What gaps do you identify in your knowledge and skills in your professional development?
- What was the contribution of results to the goals of the organization/the larger project the research practice was a part of?
- Based on your experience gained during this research practice, which working environment (commercial,

academy/research or public domain) is most suitable for you and why?

- What are your plans for the near future?

Send the self-reflection note at least one week before the final presentation to the supervisor(s) and examiner, and upload to OSIRIS. They will evaluate it on the basis of evaluation criteria of a good reflection report (see for example ACT or the thesis Brightspace). The reflection note is graded as pass/fail. If you don't take it seriously, you will fail the whole research practice.

3.14 Final presentation

The date of the final presentation (colloquium) is already fixed in the agreement. When planning that day, you take into account the availability of the university supervisor(s), the examiner and external supervisor(s) (if applicable). Please check in the HWM thesis organization Excel sheet if the presentation is indeed scheduled to avoid last-minute requests and disappointments if your preferred time slot is no longer available.

You are in charge of your planning, so don't wait for your supervisors to mention the final presentation, but raise the topic yourself. Ask your supervisors if they think the quality of your work is high enough to present within the planned time frame; if not, apply for extension (no later than 4 weeks before completion; Sec. 3.7).

You can update the title (the title of your proposal is the default) up to four weeks before the presentation by emailing hwm.office@wur.nl. The secretary will then send a first invitation (as Teams meeting) to the HWM staff and HWM students. At least one week before the presentation, send an abstract (which has been approved by the supervisors) to the secretary. She will update the invitation. You can forward the Teams link to other people you want to invite yourself.

Your report should be finished two days before the final presentation. Send the final version to your supervisor(s) and examiner and upload it to both OSIRIS and Brightspace.

The colloquium consists of 15 minutes presentation and 5 minutes discussion. See the HWM thesis organization Excel sheet (link on Brightspace) for the scheduled presentations.

Presentations are in English and take place on Thursdays from 16:00-17:00h with drinks afterwards. We work back from 17:00h, so if only one student will present, (s)he will start at 16:40. If two students present, the first presentation will start at 16:20. And if three students present, the first presentation will start at 16:00h. The presentations are scheduled as hybrid meetings. You will receive instructions from the secretary before your presentation. If it is impossible for you to be on campus, please inform the secretary so the meeting can be altered to 'online only'.

You are welcome to invite friends and family to your presentation (it's one of the few opportunities to show them what you've been doing), but target the level of your presentation to fellow students and HWM staff members that were not involved in your project. Students are expected

to attend as many presentations by other students as possible and contribute actively by asking questions. The first questions from the audience are reserved for fellow MSc students. The presenting student should invite at least 5 students specifically to his/her presentation to ensure a large enough audience.

3.15 Presentation attendance

Students and staff are expected to attend as many presentations as possible. It is a matter of courtesy to listen to your colleagues present what they have been working on for months. As a (very) minimal effort, every thesis student has to attend 3 presentations from fellow students.

At the university many presentations take place as part of MSc theses, internships or scientific symposia. Attending presentations helps you to prepare for your own presentations, to get ideas for your thesis research and to put the thesis research at HWM into a broader scientific and societal context. Therefore, we strongly recommend to attend as many presentations as possible. Feel free to take notes and partake in the discussion. Do not be afraid to ask questions after the presentation – we value your contribution and will not use “bad questions” against you when assessing your own thesis.

3.16 Examination and final discussion

The final presentation is followed by a meeting of 45 minutes with supervisor(s) and examiner (send an Outlook or a Teams meeting request yourself well in advance). The first part of the meeting (15 min) is an examination. This discussion has the set-up of an oral exam, in which you should prove to the supervisor(s) and the examiner that you understand what you did, what the effect is of your choices, what the contribution of your research is to science and practice and how your research fits in a broader context. This exam determines part of the final grade (see Table 1).

3.17 Assessment

After the discussion (Sec. 3.16), you leave the (virtual) room and your project will be evaluated by the supervisor(s) and examiner according to the official assessment forms (see HWM website; for weights of evaluation criteria, see Table 1), using the official rubrics (included in the assessment form on Brightspace).

Finally, you are invited back into the room and informed about the assessment. In exceptional cases, you can be asked to improve the report based on the presentation and discussion. The supervisor checks whether the changes have been made.

When the grade for the MSc thesis is very high (9 or higher), the report needs to be graded by a second examiner (another HWM staff member).

3.18 Report distribution

Upload the final report to both OSIRIS and Brightspace before the final presentation (in Brightspace it's under Assessment -> Assignments). Send a digital version to your supervisor(s) and examiner by email. You do not have to print hard copy versions of the report.

3.19 Data

At the end of your MSc thesis or research practice, you are required to send your data and scripts to ensure reproducibility (formal university data management requirements) and so it can be used in future (thesis) projects, of course with the appropriate references. Send the main supervisor all thesis material:

- Data – not only the most basic data files (e.g. the raw data downloaded from a website), but also intermediate datasets you obtained after filtering or selecting or running a model
- Scripts
- Figures
- Report in pdf and tex (including figures) or doc
- Presentation in tex/ppt and pdf
- Readme files to help potential users understand your logic (see *HWM thesis and internship tips*).

3.20 Completion

- The following steps should have been finalized in OSIRIS:
 - learning agreement
 - proposal
 - progress evaluation
 - report
 - reflection report (research practice only)
 - assessment supervisor
 - assessment examiner
- You should have uploaded to Brightspace:
 - proposal
 - report (max. 10 MB)
- You should have sent to your supervisor:
 - data and other material

A Planning checklist thesis/research practice (for students)

When	What
6-2 months before start	Contact coordinator Roel Dijkma
6-2 months before start	Contact secretary to announce your start (even if you're not certain yet), be added to Brightspace and mailing list
6-1 months before start	Find topic and supervisor(s)
After staff member agreed to supervise	Start administrative process: wur.eu/tir-start
1 month before start	Contact secretary (hwm.office@wur.nl) to receive starting info, be added to Teams and be assigned to a thesis ring group
1 month before start	Contact Roel Dijkma to request work space
2-1 weeks before start	Complete and upload learning agreement to OSIRIS
Week 1	Schedule proposal presentation with secretary
Throughout project	Check progress of administrative arrangements in Excel sheet and check if the necessary steps are finished in OSIRIS
Throughout project	Attend presentations (3 is the very minimum)
Week 4-5 or 3* (min. 1 day before presentation)	Send final draft thesis proposal to supervisors and examiner
Week 4-5 or 3*	Present proposal
Week 4-5 or 3*	Adapt draft (if requested) and upload final thesis proposal to OSIRIS and Brightspace
Week 4-5 or 3*	Supervisor(s) and examiner decide go/no-go and communicate with student
After go-decision	Student, supervisor(s) and examiner agree on a date for the final presentation, student sends date to secretary
4 weeks before end	Send title (if different from proposal) to secretary
1 week before end	Send abstract to secretary
1 week before end	RESEARCH PRACTICE ONLY: send reflection note to supervisors and examiner and upload to OSIRIS
2 days before end	Send pdf of report to supervisors and examiner and upload to OSIRIS and Brightspace
2 days before end	Send data and scripts to supervisors
End	Give final presentation and do examination

* 4-5 for theses and 3 for research practices.